

Wendy A. Hutchinson

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QUALIFICATIONS SUMMARY

Strategic, motivated and dynamic professional with exceptional educational and career experience in the administration and management of programs including daily operations, education and training, marketing, statistical analysis and process improvement tracking.

- ▶ **Relationship Development:** Strong interpersonal talents with a passion for cultivating lasting relationships with diverse communities. Engaging presenter and skilled written communicator. Proven ability to collaborate with colleagues to achieve goals. Strategically fosters relationships with stakeholders
- ▶ **Information Management:** Well-developed ability to analyze, prepare and present data from a variety of sources to community and business stakeholders, advisory boards, and grant proposals. Proficient in PeopleSoft, Microsoft Office, Publisher, and Excel.
- ▶ **Project Oversight:** Highly organized with a combination of training, curriculum, and operational expertise to guide project planning and implementation. Success meeting and exceeding organizational goals within team driven and self-guided roles.
- ▶ **Training and Staff Development:** Demonstrated ability to effectively lead and train professionals. Collaborated with external agencies and universities to conducted program self-assessments and training seminars to evaluate effectiveness. Directly supervise and supervise ten employees ensuring compliance and achievement of organizational objectives. Skilled in conference presentations and public speaking.
- ▶ **Key Strengths:** Finely tuned analytical skills with a dedication to continually streamlining and improving work processes. Results focused; able to achieve maximum impact with minimal cost. Exceptional ability to recognize educational and training needs and develop individualized strategies to maximize resources ensuring the achievement of goals and objectives. Successfully creates self-sustaining educational programs utilizing methodologies such as IDEA.

PROFESSIONAL EXPERIENCE

TOWSON UNIVERSITY, Towson, MD

2006-Present

Faculty

Strategically prepare and deliver instructional materials to students enrolled in Health Science courses at an accredited four-year university.

Selected Contributions:

- Expertly guide students selected for internships.
- Provide educational and career advisement fostering lifelong learning.

BALTIMORE CITY PUBLIC SCHOOLS, Baltimore, MD

1996-Present

Lead Health Educator (2010 – Present)

Develop, organize and implement Health and Science instruction for high school students. Implement a variety of instructional methodologies ensuring achievement of educational objectives for a diverse population of students.

Selected Contributions:

- Support the administrative needs of the ninth grade students.

Health Educator (2009 – 2010)

Tactically coordinated health education for Pre-K through grade 5 students ensuring that educational activities met age-appropriate guidelines.

Selected Contributions:

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- Engaged young learners in education fostering the development of academic interest in health and science.

Secondary Teacher (2008 – 2009)

Collaborated as a co-teacher with first-year high school teachers to provide multidisciplinary instruction.

Selected Contributions:

- Coordinated High School Assessment and Bridge Projects.
- Mentored Teach for America instructors in developing cultural diverse and individualized educational techniques.

Program Manager (1999 – 2008)

Synchronized the daily operations of a post-secondary education Transition Program assisting students with intellectual disabilities. Created and evaluated curricula; organized daily events.

Selected Contributions:

- Tactically marketed the program to the community and business stakeholders.
- Monitored and supervised staff ensuring the effective support of students in the program.
- Responsibly managed the \$800K grant-funded program, saving the local school district approximately \$100K annually and generating \$10, 000 in full-time employees for the community college.

Health Educator (1996 – 1999)

Drafted, developed, organized, and implemented high school health curricula.

Selected Contributions:

- Served on the School Improvement Plan Committee promoting modern processes, educational techniques, and learning environments.
- Developed and delivered staff development training ensuring compliance with state and federal guidelines.

TEMPLE UNIVERSITY, Philadelphia, PA

Coordinator of Women's Health

1995 – 1996

Organized the administrative, educational, counseling, and advocacy activities at the University's Health Clinic.

Selected Contributions:

- Safeguarded access to health maintenance and illness prevention education, community resources, and support for a diverse population of women with dynamic needs.

EDUCATIONAL BACKGROUND

CAS Administration & Supervision, 1999

JOHNS HOPKINS UNIVERSITY, Baltimore, MD

M.Ed. Community & Public Health, 1995

TEMPLE UNIVERSITY, Philadelphia, PA

Bachelor Degree in Science in Education (K-12), 1987

STATE UNIVERSITY OF NEW YORK AT CORTLAND, Cortland, NY

LICENSURE

Administrator I – 1999

Permanent Certification Health (K-12) NY & MD 1995; Biology (9-12) MD - 1995